

**Business Services
Exercise C**

Add New Job Orders and run Job Matches for an Employer

Use the FEIN # assigned to you on the roster ##-#####.

Use Phone # assigned to you on the roster ##-#####.

Elon is making a re-entry into your career center for assistance. He needs help in filling some job postings. He would like you to post the positions in JobQuest (MOSES) and see if you can find / refer candidates to him.

You finally remember that he is Elon Musk, President, of the Space X Company, 77 Massachusetts Avenue in Cambridge, Massachusetts 02139, and also is doing business as Falcon 9 Inc. and has a trade name of Space X Starship Technologies. Use his company's FEIN to find it in MOSES. (*It is the FEIN you were given to create the company in Exercise B.*)

The employer primary contact is Elon Musk, President.

The Human Resource Manager listed in the record is Neil Armstrong.

The Operations Manager listed in the company account is Gwen Shotwell.

The company's standard benefits are vacation leave, uniforms are furnished, sick leave, paid holidays, major medical, employee discount, life insurance, retirement plan and dental insurance.

Gwen is looking for 3 Aerospace Engineers to work the first shift. The job category is Regular and the job status is Open. The duration is FT, over 150 Days and the close date is in 30 days from today. They will work 40 hours per week. This is a non-union position. It is not an apprenticeship position.

Neil is looking for 5 Avionic Technicians to work the first shift. The job category is Regular and the job status is Open. The duration is FT, over 150 Days and the close date is in 30 days from today. They will work 40 hours per week. This is a union position, but not filled by the union hall. It is not an apprenticeship.

The jobs are located at the company's main address in Cambridge.

Elon has asked that they not be Confidential or Restricted job postings.

Elon has approved that they will pay \$25/hour for the ideal candidates. The benefits are the standard benefits for the company.

All applicants should be referred to Gwen at the job location address.

Add a Note to the Avionics Technician jobs that they will also need to interview with Neil as well.

You can use the following Job Descriptions:

Avionics technicians perform maintenance and repair work on spacecraft. Avionics technicians repair the complex electronic systems that help to power and navigate the starships.

Aerospace engineers ensure design specifications are according to plans; ensure that quality and standards are met according to specifications; inspect malfunctioning spacecraft to determine what went wrong and find out possible causes and solutions; conduct tests on the performance of the spacecraft to determine their airworthiness.

Move the skills / job titles over that you feel are needed for the job when you set up the Job Order.

Do the job match.

Refer two or three candidates to your jobs.

Should we enter a service and Note in the Employer record?